



CALTRANS ELECTRICAL AREA
SUPERINTENDENT
DEPARTMENTAL PROMOTIONAL
FINAL FILING DATE: DECEMBER 30, 2004

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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| WHO MAY APPLY | COMPETITION LIMITED TO STATE EMPLOYEES: Applicants must have a permanent civil service appointment with the Department of Transportation by the final filing date. | | | | |
| HOW TO APPLY | <p>Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE and personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL <u>NOT</u> BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</p> <table><tr><td>FILE BY MAIL:</td><td>Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</td><td>FILE IN PERSON: Department of Transportation 1727 30th Street, 1st Floor Sacramento, CA 95816 (916) 227-1821</td></tr></table> <p>SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.</p> | | FILE BY MAIL: | Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036 | FILE IN PERSON: Department of Transportation 1727 30 th Street, 1 st Floor Sacramento, CA 95816 (916) 227-1821 |
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| REASONABLE ACCOMMODATION | If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857. | | | | |
| SALARY RANGE | \$4626 - \$5585 | | | | |
| QUALIFICATIONS APPRAISAL INTERVIEW | It is anticipated that qualifications appraisal interviews will be held during February/March 2005 . | | | | |
| REQUIRED IDENTIFICATION | Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. | | | | |
| REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION | <p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p>NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.</p> | | | | |
| MINIMUM QUALIFICATIONS | Two years of experience in the California state service performing duties comparable in type and level of responsibility to that of a Caltrans Electrical Supervisor. | | | | |
| POSITION DESCRIPTION | Incumbents either (1) have charge of the installation, maintenance, and repair of traffic signals, lighting systems, and other electrically or electronically controlled installations in an assigned area normally consisting of 25 person years of work effort; or (2) direct special staff assignments in district offices such as acting as the Maintenance Management Systems Coordinator or Personal Computer Coordinator. In Headquarters, assist the statewide coordinator of special staff assignment in such areas as Electrical Maintenance of Traffic Signals and Lighting, Maintenance Management Systems, Electrical Maintenance Training or Personal Computer Coordination; and do other related work. | | | | |
| EXAMINATION INFORMATION | <p>This examination will consist of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.</p> <p>QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</p> <p>Scope:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Electrical theory and practice including power, lighting, and control circuits.2. Materials, methods, and equipment used in the construction, installation, maintenance, and repair of electrical and electromechanical control devices.3. Electronics as applied to traffic signal and other control and measuring devices.4. Electrical safety orders of the Division of Industrial Safety and of the safety precautions required in the installation of traffic control and other electrical devices.5. Principles of effective supervision.6. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. | | | | |

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

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| EXAMINATION INFORMATION (CONTINUED) | B. Ability to: <ol style="list-style-type: none">1. Direct and coordinate the work of traffic signal or electrical crews.2. Read and interpret plans, detail drawings, and wiring diagrams.3. Prepare estimates and specifications and anticipate material and equipment needs.4. Maintain records and prepare reports.5. Analyze situations accurately and adopt an effective course of action.6. Establish and maintain effective cooperative relations with those contacted in the work.7. Promote equal opportunity in employment and promotion, and maintain a work environment that is free of discrimination and harassment. |
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| ELIGIBLE LIST INFORMATION | A departmental promotional eligible list will be established for the Department of Transportation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. |
| CAREER CREDITS | Career credits are not granted in promotional examinations. |
| VETERANS PREFERENCE POINTS | Veterans preference points are not granted in promotional examinations. |

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Caltrans Office of Examination and Special Programs in Sacramento at (916) 227-1821, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929